



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

August 23, 2007  
ECSE 02-08

**MEMORANDUM**

To: Special Education Administrators

From: Colette Chapman  
Deputy Associate Superintendent  
Exceptional Student Services

Amy Corriveau  
Deputy Associate Superintendent, Early Childhood Education  
School Effectiveness Division

Valerie Andrews  
Program Administrator, Early Childhood Special Education  
School Effectiveness Division

Subject: **SY 2006-07 Preschool Transition Timelines**

A large number of elementary and unified districts in Arizona did not meet the IDEA requirement that all children served by the early intervention program (AzEIP) transition to preschool by their 3<sup>rd</sup> birthday. The Annual Special Education Data Collection report that you submitted for school year 06-07 indicates your agency was not in compliance with the "In-By-3" transition timeline. Three pieces of information need to be gathered from the children's files whose transition from AzEIP was not completed by their 3<sup>rd</sup> birthday.

*Thank you in advance for your cooperation.*

**Directions**

Click on **Reply** in your e-mail and enter your district's name in the subject line. Complete the table below to e-mail your responses to the Arizona Department of Education, Early Childhood Education unit. Please e-mail your response by **October 1, 2007**.

Review the file for each student who was previously receiving services from AzEIP and document those whose transition was not completed by their 3<sup>rd</sup> birthday. Consider the files of children who were found ineligible as well as those found eligible for preschool special education services. Please determine the reason and the number of days the timeline was exceeded (number of days the IEP was written past the 3<sup>rd</sup> birthday). If you have been using the sample data base that the Early Childhood office has provided in past memos, you should have the reason documented, but will now need the number of days the timeline was exceeded. (See attached sample data base for future reference and use).

Listed below are possible reasons the transition timeline may have been exceeded. Use the lower case letter as you respond in the table. If you select other, remember to specify the reason on the table.

- a. Lack of a tracking system to alert school to the timeline
- b. Shortage of evaluators (psychologists, speech therapists, OT/PT, etc.)
- c. Shortage of bilingual evaluators
- d. Need for specialized evaluation (medical, audiological, etc.)
- e. Lack of vision and/or hearing screenings
- f. Unavailability of student (hospitalization, illness, etc.)
- g. Family emergencies (delay in consent, failure to attend meetings, etc.)
- h. Interruption in school calendar, such as spring or summer break
- i. AzEIP referral was less than 60 days
- j. Other (specify in the table provided below)

<b>DISTRICT:</b>		
<b>Early Intervention Transitions</b>	<b>Number of days the transition exceeded the child's 3<sup>rd</sup> birthday</b>	<b>*Reason a, b, c, d, e, f, g, h, or other</b>
Child 1		
Child 2		
Child 3		
Child 4		
Child 5		
Child 6		
Child 7		
Child 8**		

\*Reasons do not constitute approval in not meeting 100% compliance for preschool transition timelines.

\*\*add more if necessary

Please indicate what corrective action you have taken to ensure that you have overcome the challenges identified above.

### **Corrective Action Plan:**